G. R. S. 58
Previous references.

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Later references.

E 2311-08.
E 4486-10 8C.
B. Quiett.
G.F. 14-13, Sec 2, Filed Oct 13
Gen 676-17 Sec 1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 102

Part B for August, 1908

SUBJECT.

Procedure of work in the Financial Branch of the Secretariat

1) To: The Secy. Rent & Revenue Deptt.
" " P. W. Deptt
" " For Railways
" " Irrigation Deptt
" " Geological Deptt.
" " Financial Deptt
" " Military Assistant
" " Assistant Secy. Fin. Branch
"

No. FC 9 044-11, dt. 14. 8. 08

Prescribes the procedure to be observed by the Finance Branch in respect of cases referred to by other Secretariat and the other Branches of the

GPB-8,000-7-4-07

Asst Secy. — do —

No. H 912-3/97 61-08 dt 18.8.08

Lays down the procedure to observed in respect of cases originating in the Fin Br. or art of correspondence addressed to the Fin Secy

G.R.S.11]

190 8-9

GENERAL AND REVENUE SECRETARIAT

(Gen: Fin)

NOTES.

File No. 61-08

File Heading.

Procedure of work in the Financial Branch ~~of~~ of the Secretariat.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

Brief Abstract of Letter.

NOTES AND ORDERS.

Notes—First sheet

GPB—30,000—3-4-07.

Procedure of work in the Financial Branch of the Secretariat.

The cases that are dealt with in the Financial Branch may be divided into two main classes :—

(1) Cases originating in the Finance Branch or out of correspondence addressed to the Secretary in the Financial Deptt.

(2) Cases referred to by other departments of Govt. unofficially to the Finance Branch for information, opinion or in connection with the financial aspects of cases dealt with by those departments.

4934
31.7.08

2. The existing practice is to submit practically every case which comes to the Finance Deptt. in either of the above ways to the ex-officio financial Secretary. The records of most of the cases are voluminous and the number of cases sent

to him everyday is large. The result is that the Secretariat work takes up more of the Comptroller's time than all his other duties put together viz. the Civil accounts, the P.W.D. accounts, the two mills and the Insurance Committee.

3. It is very necessary that as the financial adviser of Govt. the Comptroller should reserve his energies for the higher and more important class of financial work. As regards details, he should go into as much of them only as will enable him to lay down general rules for the guidance of his assistants. The following procedure regarding the disposal of case work in the Financial Branch is accordingly suggested to afford to the comptroller in some measure the relief which is so urgently needed.

4. As regards cases of class (1) referred to in the opening paragraph of this note, all such cases should continue to be submitted

to the Financial Secretary except the following:

(a) Cases in which no expression of opinion or exercise of discretion is involved.

(b) Cases which clearly come under an authoritative rule or order and regarding the subject of which there are numerous precedents within the last three transactions of the years.

Cases of the kind (a) & (b) may be dealt with by the Asst. Secy for Secretary. Of course if the Asst. Secy in any case thinks a reference to the Financial Secretary necessary he may make such reference.

5. As regards cases of class (2) referred to in para 1, when such a case is referred in ordinary course to Finance Branch for opinion, the case will be returned to the section making the reference with a note by the Asst. Secy Finance Branch stating the financial aspects of the case and recording his opinion with full reasons and

citation of financial rules and orders. This note should be regarded as the advice of the Finance Branch by the administrative Dept^{ts} and the case proceeded with. If the advice of the Finance Branch is accepted the case need not come up to the Financial Secretary. But if there is any difficulty in accepting the advice of the Fin^l: Dept^{ts}, the Diwan or the Councillor concerned will before deciding the case refer it back to the financial Secretary for opinion [stating clearly the difficulty in accepting the advice of the Finance Branch previously recorded.] After the case is noted on by the Financial Secy it will take its normal course.

6. The following will be exceptions to the rule in the preceding paragraphs & the cases will be noted upon by the Financial Secretary when the case is referred to the Fin^l: Branch for the first time:

(a) Cases involving expenditure of money to the extent of Rs 20,000 or more or recurring annual expenditure

to the extent of Rs 5000 or more.

(b) Cases in which emoluments of officers of or above the rank of Deputy Commissioners are involved.

(c) Cases in which the Palace funds are in any way involved.

(d) Cases which in British India would require the sanction of the Secretary of State such as grant of large special pensions, grant of large honorariia &

(e) Cases in which the Dewan or any of the Councillors may have already suspended a decision to have the opinion of the Financial Secretary himself.

(f) Questions of interpretation of financial rules or suggestions for alteration of rules.

7. I venture to hope that the above arrangements will not impair the efficiency or smoothness of work in the Secretariat. This proposal is made after I am fully convinced by actually working the present system for sometime that it is neither fair to the Complainant nor satisfactory as regards the interests of Govt.

8. If the suggestions made in this note are approved, the

7

Substance of paras 1 to 6 above will be drawn into the form of an order and typed copies furnished to all Departments of the Secretariat over the signature of the Dewan himself or of such other officer as may be directed by him to sign the order -

JBZ
30.7.08

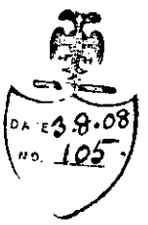
The Dewan)

Submitted to His Highness.

I submit a note put up by the Financial Secretary in regard to the"Procedure of work in the Financial Branch of the Secretariat". The procedure proposed may be approved.

3/8/1908

Record of Cases submitted for the Orders of His Highness the Maharaja.



Subject.

Note by the Financial Secretary in regard to the Procedure of work in the Financial Branch of the Secretariat.

100.

Order.

Approved

KRW

5/8/08

89

8/8/08

To the Secretary, Finance Branch

No. 6c

8-8-08

12.0 Noon

13/8/08

13/8/08

P.T.O

Serial No.

The other Secretariats are not Concerned with the procedure in respect of the original Cases of the Finance Branch. The orders regarding the disposal of referred Cases alone need be Communicated to them - Two memoranda are accordingly put up for approval -

13.8.08

Fin! Secy

Issue memoranda approved by the Secy to whom the Fin! Comm. Sec. to send for Signature

13/8/08

To the Genl Revenue Secretary
" P. W. D. -
" Railway "
" Irrigation "
" Geological "
" Financial "
" Military Assistant.
" Asst. Secy, Fin! Branch.

No. R. G. 04-1 dt 18-8-08

Prescribes the procedure to be observed by the Finance Branch in respect of

NOTE—Contn. sheet

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 190

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	Cases referred to it by the other Secretariat and the other branches of the Genl & Revs secretariat.
2	To the Financial Secretary Asst Secy Finance Branch No. H. 912-3 of 18.6.08 Lays down the procedure in respect of cases originating in the Finance Branch or part of correspondence addressed to the Fin'l Secy -

NOTE.—Contn sheet.

GPB—50,00017—3-07

G. R. S. 12]
General and Revenue Secretariat.

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Serial No.

No. H 904 — 11 & 18-8-08

Memorandum

The following order prescribing the procedure to be observed by the Finance Branch in respect of cases referred to it by other Secretariats and the other branches of the General and Revenue Secretariat, are communicated for the information of the Secretaries to Govt in the General departments:—

When a case is referred to the Finance Branch for opinion under para 5(3) of G.O. no H 8328-33 of the 6th may 1907, it will be returned to the Secretariat making the reference with a note by the Assistant Secretary, Finance Branch stating the financial aspects of the case and recording his opinion with full reasons and citation of financial rules and orders. This note should be regarded as the advice of the Finance Branch by the Administrative department and

NOTE—Contn sheet.

GPB—50 000—17-3-07

G. R. S. 12]
General and Revenue Secretariat.

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Serial No.

the Case proceeded with. If the advice of the Finance Branch is accepted, the Case need not come up to the Financial Secretary. But if there is any difficulty in accepting the ~~opinion~~ advice of the Finance Branch, the Dewan or the Councillor Concerned, will before deciding the Case refer it back to the Financial Secretary for opinion stating clearly the difficulty in accepting the advice of the Finance Branch previously recorded. After the Case is acted on by the Financial Secretary, it will take its usual course.

The following will be exceptions to the rule in the preceding paragraph and the Cases will be acted upon by the Financial Secretary when the Case is referred to the Finance Branch for the first time:-

(a) Cases involving expenditure of money to the extent of

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Serial No.

of Rs 20000 or more or recurring annual expenditure to the extent of Rs 5000 or more.

(b) Cases in which emoluments of officers of or above the rank of Deputy Commrs are involved.

(c) Cases in which the Palace funds are in any way involved.

(d) Cases which in British India would require the sanction of the Secretary of State, such as grant of large special pensions, grant of large honoraria &c

(e) Cases in which the Dewan or any of the Councillors may have already expressed a desire to have the opinion of the Financial Secretary himself

and (f) Questions of interpretation of financial rules and suggestions for alterations of rules.

14/1/16

Fin Secy

To The Secy General and Revenue Deptt
" P W Deptt
" for Railways
" Inuzarat Deptt
" Geological Deptt

G. R. S. 12]
General and Revenue
Secretariat.

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The Secy to Govt Financial Dept
The Military Assistant
The Assistant Secy Finance Branch

PS/C 15/8

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G. R. S. 12]
General and Revenue Secretariat.

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Serial No.

No H 912-3 dt 18-8-08
91 Fin 61-08
Memorandum

All Cases originating in the Finance Branch or out of Correspondence addressed to the Secretary in the Financial Dept (Vide para 5 (1) of G.O. No H 8-328-33 dt the 6th May 1907) shall be submitted to the Financial Secretary except the following:-

(a) Cases in which no expression of opinion or exercise of discretion is involved.

(b) Cases which clearly come under an authoritative rule or order and regarding the subject of which there are numerous precedents within the transactions of the last three years.

2 Cases of the kind (a) and (b) may be dealt with by the Assistant Secretary for Secretary. If in any cases which under this order he can dispose of, the Assistant Secretary ~~he~~ considers a reference

NOTE—Contn. sheet

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General and Revenue Secretariat.

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Serial No.

No H 912-3 dt 18-6-08
912-61-08

Memorandum -

All Cases originating in the Finance Branch or out of Correspondence addressed to the Secretary in the Financial Dept (Vide para 5 (1) of G.O.No H 8328-33 dt the 6th May 1907) shall be submitted to the Financial Secretary except the following:-

(a) Cases in which no expression of opinion or exercise of discretion is involved.

+ (b) Cases which clearly come under an authoritative rule or order and regarding the subject of which there are numerous precedents within the transactions of the last three years.

2 Cases of the kind (a) and (b) may be dealt with by the Assistant Secretary for Secretary. If in any cases which under this order he can dispose of, the Assistant Secretary ~~he~~ considers a reference

NOTE—Contn. sheet

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General and Revenue
Secretariat.

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Serial No.

To the Financial Secretary necessary he may make such reference.

14/8/18
Asst Secy

To The Financial Secy
The Assistant Secy Finance Branch

15/8

Note—Contn. sheet

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